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Subject: NCC expenses for Cadet team members...HOT
Date: Friday, May 26, 2006 10:27:15 AM
Attachments:

Region Commanders,

"Great News! We are pleased to announce that the 2006 National Cadet Competition will be an Air Force training activity. As such, some of the cadet member cost will be reimbursed out of our appropriated training funds. The details and procedures are outlined below. Please read them carefully.

Travel (airfare or ground vehicle fuel) for the 16 drill team cadets per region and 5 color guard cadets per region participating in NCC will be reimbursed to the wing or region. Unfortunately the travel for the escorts or additional members will not be reimbursed and their expenses will be either an individual or Region responsibility.

Receipts must be submitted in order for the reimbursement to be processed.

Receipts need to be consolidated at the wing/region and sent to CAP/FM.

Mail receipts to:

105 S. Hansell Street

ATTN: FM

Maxwell AFB, AL 36112

It is necessary that teams booking air travel use the most cost effective method. Web purchases through a 3rd party such as Travelocity are encouraged. Teams that have

already purchased tickets will be reimbursed the actual dollar amount of the tickets for the competition team members.

Hotel costs for the cadets participating in NCC, normally paid for out of corporate dollars, will be paid for with the training funds.

Members do not pay this cost and the NCC project officer will handle hotel receipts for the cadets at the competition.

Per Diem is not authorized for this activity."

V/R,

Don Rowland